



# State of Nevada

## *IT Operations Committee (NITOC)*

### Procedure

Control No.	Rev.	Title	Effective Date	Page
2.05	B	Statewide IT Policy and Oversight Structure	11/12/03	1 of 2

#### 1.0 PURPOSE

This document defines the structure and procedures for setting information technology policies, standards, and procedures (PSPs) and providing oversight to IT projects within Nevada state government.

#### 2.0 SCOPE

The primary scope will be Executive branch IT operations. Both Legislative and Judicial branches of government are contacted when projects requiring their input are developed.

#### 3.0 RESPONSIBILITIES

- **Working Committees.** Working committees are constituted at the direction of the State Chief Information Officer (CIO). There are several committees at the base of the policy structure, organized around specific areas of IT operations. These working committees are responsible for developing statewide IT policies, procedures and standards (PSPs), and providing advice and oversight to IT operations statewide within their respective areas.
- **Nevada IT Operations Committee (NITOC).** NITOC is responsible for the day-to-day operation of the policy and oversight structure. NITOC membership consists of the Chair and Co-Chair of each of the working committees. NITOC is responsible for reviewing PSP proposals from all the working committees to ensure that they are consistent with each other, and generally acceptable to the Nevada IT community. In the event that the Nevada IT Committee cannot reach substantial consensus on a policy issue, NITOC will provide summaries of the major contending positions for resolution by the State CIO. Decisions of the CIO may be appealed to the Governor.

#### 4.0 RELATED DOCUMENTS

Enterprise Wide IT Coordination organization chart.

#### 5.0 PROCEDURE

1. Either on their own initiative, or when requested by NITOC, or by statutory mandate, a working committee develops an IT PSP and accompanying impact statement.
2. Working committee submits the PSP and accompanying impact statement for NITOC review and approval. (NITOC may also initiate PSPs).
3. NITOC approves the PSP, or returns it to the working committee for rework with comments. If reworked then go back to step 2, else proceed to step 4.
4. Approved PSP is entered into the document control system, and is distributed to the Nevada IT community distribution list.

#### 6.0 EXCEPTIONS/OTHER ISSUES



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- NERC is separately chartered, and this policy in no way diminishes or alters that charter.
- The Justice IT Integration Committee includes representatives from Public Safety, the Judicial Branch, the AG's office, and local government and this policy in no way diminishes or alters any authority or responsibility of those entities.
- Requests for changes to existing PSPs should be routed through the system in the same manner as a new PSP.
- NERC has historically operated under the rules of the open meeting law, and will continue to do so. All other meetings under this policy are not subject to the requirements of the open meeting law.

<i>Approved By</i>		
Title	Signature	Date
NV IT Operations Committee Chair	Signature on File	11/03
Governor/Governor's Representative	Signature on File	11/03

<i>Document History</i>		
Revision	Date	Change
2.05(A)	1/11/02	Initial release.
2.05(B)	11/12/03	Removal of references to GITOC and ITAB